

- **Event Date/Time:** Be sure to complete this section. If your event is scheduled to run over several days then fill in the information for the first day of your event. Click the blue triangle beside the date field to open the calendar to click directly on the date you would like.
 - **Description:** Describe the event and include if the event is intended for a specific group. Information entered here will be added to your event history. Volunteers will not see this description – this is for internal purposes only. You can use the Location field if you want to display more information for the volunteers to see.
 - **Reminder Emails:** You can choose to have the system automatically send a reminder email to volunteers on a predetermined day prior to the event.
 - **# Volunteers Required:** Enter your best estimate of how many volunteers you will need to for this event. This is for informational purposes only.
- Click **SAVE**.

Creating Recurring Events

- Click **VOLUNTEER BUILDER**.
- Click **EVENTS**.
- Click the **CREATE NEW EVENT** button.
- Enter the information associated with your recurring event, including:
 - **Event Name and Event Location.**
 - **Recurring Event:** Check this box.
 - **Event Leader:** This is a person who has already been added to the system and has a permission level of Volunteer Chair, or higher.
 - **Event Date/Time:** Be sure to complete this section. **Note:** You cannot have a recurring event that lasts from one school year to the next. The system defaults to 8/1 as the beginning of the school year. If you have an event that runs from 7/1 – 9/1, you will need to break it into two events.
 - **Allow volunteers to see this event:** Check this box if you want potential volunteers to see this event listed with other events. If the event is more of an internal activity like “office help” you may want to deselect the checkbox.
 - **Description:** Describe the event and include if the event is intended for a specific group. Information entered here will be added to your event history. Volunteers will not see this description – this is for internal purposes only. You can use the Location field if you want to display more information for the volunteers to see.
 - **Reminder Emails:** You can choose to have the system automatically send a reminder email to volunteers on a predetermined day prior to the event.
 - **# Volunteers Required:** Enter your best estimate of how many volunteers you will need to for this event. This is for informational purposes only.